

# **POPCORN FESTIVAL OF CLAY COUNTY**

## **FRIDAY OCTOBER 1, 2010-SUNDAY OCTOBER 3, 2010**

### **Vendor Contract Instructions & Requirements**

**PROFIT AND NON-PROFIT CRAFT, NON-CRAFT, AND PROMOTIONAL:** Minimum space is 10 ft. x 10 ft. (100 square feet). Charge is \$0.50 per square foot. Examples include:  
10 x 10 = (100 sq. ft.) = \$50      10 x 20 = (200 sq. ft.) = \$100      12 x 28 = (336 sq. ft.) = \$168  
Forward contract and payment to the Popcorn Festival address.

**PROFESSIONAL FOOD VENDOR:** Minimum space is 10 ft. x 10 ft. (100 square feet). Charge is \$1.50 per square foot. You will need to complete page. Examples include:  
10 x 10 = (100 sq. ft.) = \$150      10 x 20 = (200 sq. ft.) = \$300      12 x 15 = (180 sq. ft.) = \$270

**ELECTRICITY: See Individual Contracts**

#### **SET UP TIME ALL VENDORS:**

01. Set-up begins Friday, 01 October 2010, @ 9:00 A.M. FOOD TRAILERS ONLY will be allowed to set up on Thurs. Sept. 30, 2010 from 10am till 2pm. **RESERVATIONS REQUIRED.**
02. All vendors must report to main entrance of Forest Park to check in & receive parking pass. Main entrance will be posted. No vendor will be allowed to park without a parking pass.
03. For maps & directions, please go to our web site at [www.popcornfest.net](http://www.popcornfest.net) and click on *Contact Us* tab.

#### **FESTIVAL HOURS:**

Friday (01 October):      4 PM- 9 PM  
Saturday (02 October):      9 AM – 9 PM)  
Sunday (03 October):      11 AM – 5 PM

Applicants hereby agree to remain open, in business, and in their booth during Festival hours. The Popcorn Festival will not be responsible for loss or damage to your property during or after show hours.

#### **SPACE ASSIGNMENT:**

01. Spaces will be assigned on first-come-first-serve basis as contracts arrive.
02. NO REFUNDS under any circumstances.
03. All dealers must unload as quickly. Booth operators may not sublet any booth space.

#### **REFUSE & SANITATION:**

01. All booths are to be kept neat at ALL times.
02. Refuse/waste/trash must be discarded in an assigned area by YOU.
03. Spaces must be cleaned during the Festival and after tear down.
04. Contact the Information Booth for locations of gray water and sanitation disposal.

#### **MERCHANDISE DISPLAY:**

01. All crafts shall be of a family nature and non-offensive and non-commercial.
02. The chairperson of the vendor committee shall have complete discretion as to what is saleable and anything deemed not so shall be removed immediately.
03. Only Popcorn Festival committee may sell merchandise related to Popcorn Festival, ConAgra products, Orville Redenbacher's Brand merchandise, etc.
04. Booth operators cannot sell or distribute materials (flyers, cards, trinkets, food, etc.) from the back of their booth, RV, personal vehicles, or outside of their assigned booth area.

### **BOOTHS AND DISPLAYS:**

01. Tents must be fire retardant to comply with the fire code.
02. All booths must be of professional quality and appearance; No display or display racks higher than 6' tall. All displays must remain in your assigned area.
03. No alcoholic beverages allowed in the park.
04. Only adults shall man the booths. There are no children allowed in the booth area without an adult.
05. All materials for booth set up including tables, covers, and electric cords to be provided by the vendors.
06. Electricity is provided only for those who SIGNED and PAID for it.
07. All boxes and unused items are to be hidden from site.
08. Booths must display the name of the sponsoring organization and the booth number in plain sight that you will receive at check-in on Friday October 1st at the entrance of Forest Park.
09. Inspection of booths will take place on Friday, October 1<sup>st</sup> 2010 between 12:00 noon and 3:00 PM. Impromptu inspections can take place at anytime during the Festival. An adult must be present in the booth during these hours of inspection if done.
10. Each food booth must have a 5 lb. ABC dry chemical fire extinguisher that has been serviced within the past year with a tag showing the date and by whom it was serviced. These are required and will be checked.
11. Booths using deep fat fryers or open flames are considered to be a special hazard and MUST have a 40 BC rated fire extinguisher on hand. These will be checked.
12. Any booth using electricity MUST have an isobar strip (fused outlet strip) or a 20 amp fused disconnect that has the ground and neutral isolated.
13. You must have a 12/3 stranded heavy-duty outdoor grounded extension cord that has been tested and approved by the factory in which it was manufactured to run from the disconnect pole to the booth.
14. YOU MUST LABEL the end of the cord that plugs into the electrical panel with your booth number.
15. Electrical heaters are NOT allowed.
16. Any straw or hay used for display must be outside of your booth, but within your assigned paid area.
17. Professional Food Vendors selling any type of food item must comply with the state and obtain a permit from the Clay County Health Department before your booth opens. **(You can contact the Clay County Health Department at (812) 448-9021 or pull copy from website and forward completed form with your contract.)**
18. State of Indiana requires any food item that is made elsewhere and sold in your booth must contain a label with your name and address on each of your food items.
19. Only foods listed & approved on your application may be sold & all food prices must be clearly displayed. Any food not allowed due to festival's contract with carnival must be covered up on menu boards prior to 2 pm on Friday. THIS WILL BE CHECKED BEGINNING AT 2PM ON 1ST DAY OF FESTIVAL.

### **HOLD HARMLESS AGREEMENT:**

Our Festival Committee shall accept NO RISK, whatsoever, or be held legally or otherwise responsible for any and all claims arising from the applicant's participation in the CLAY COUNTY POPCORN FESTIVAL CRAFT/FOOD VENDOR SHOW. The applicant hereby releases any and all representatives of the Clay County Popcorn Festival from any legal responsibilities whatsoever. Each applicant assumes total and sole legal responsibilities for any and all claims brought forth by any patron, employees, families, etc., including personal injuries of any kind sustained by the public personally or otherwise.

### **RIGHT OF SUSPENSION:**

The Crafts/Vendor Chairman and Committee reserves the right to suspend or cancel without reason, any contract at anytime. Any vendor, whose contract has been cancelled, agrees to remove all his/her property from the area immediately, post haste. No dealer can let another dealer in without consent of Chairperson from the Vendor Committee.

### **DISPUTES/COMPLAINTS:**

01. All complaints shall be brought to the attention of the chairman or designated representative, to be resolved to the best of their ability. Dealers agree to be bound by the decision of the chairman with no other recourse. Any dealer not complying with the rules will be asked to leave without a refund. All vendors will have a designated parking space.
02. Not-for-profit-food vendors and professional food vendors must sell the food items and drinks that they wrote into their contract to sell. Food prices must be displayed. Any food not allowed due to festival's contract with carnival must be covered over by 2pm on 1st day of festival. This will be checked.

03. All professional food vendors must send a certificate of insurance made out to the Popcorn Festival of Clay County.
04. Not-for-profit organizations do not have to send a certificate of insurance.

***DISMANTLING:***

01. All booths must be dismantled on Sunday, 03 October 2010, no earlier than 5 PM.

***STAYING OPEN LATER:***

Several vendors have stayed open past the required time in the evenings due to crowds and/or entertainment. This is permissible and electricity for your booth is suggested.

***APPLICATION PROFESSIONAL FOOD VENDORS***

**Name:** \_\_\_\_\_ **Name of Business:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address: Street/PO Box** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone: Home** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Email** \_\_\_\_\_

Please enclose a picture of your professional food vendor trailer, your certificate of insurance made out to the Popcorn Festival of Clay County, and a copy of your certificate for passing the "certified food handler course."

Please send a complete list of your food items you intend to sell since we wish to avoid duplication. Use comment lines below.

**Due to our contract with the carnival, no vendor will be allowed to sell cotton candy, elephant ears, snow cones, Italian ice, caramel apples, or corn dogs.**

**Menus with these items must be covered by 2pm on 1st day of festival.**

**PLEASE COMPLETE THE FOLLOWING**

**Calculate your square footage required for your booth (Include all side and rear awnings or protrusions):**

**Frontal Length (ft):** \_\_\_\_\_ **X Depth or Width (feet):** \_\_\_\_\_ = \_\_\_\_\_ **(Square footage)**

See square footage guide on [www.popcornfest.net](http://www.popcornfest.net) under tab marked *Vendor Info & Links* for your cost.

**Add cost here:** **1.** \_\_\_\_\_

**Please indicate if tent** \_\_ **or trailer** \_\_

**Please indicate serving side as front** \_\_ **right side** \_\_ **left side** \_\_ **both sides & front** \_\_

**01. Do you require electricity for your vendor space(s) since recommended due to later hours of Festival? YES** \_\_ **NO** \_\_ **If yes, please complete the following:**

**List number of 110 receptacles needed?** \_\_\_\_\_ **X \$15 =** **2.** \_\_\_\_\_

**02. If 220 receptacles are needed, please indicate quantity as follows:**

**If Dbl 30, how many is needed?** \_\_\_\_\_ **X \$30=** **3.** \_\_\_\_\_

**If Dbl 50, how many is needed?** \_\_\_\_\_ **X \$45=** **4.** \_\_\_\_\_

**03. Do you need electricity for a storage trailer? YES** \_\_ **NO** \_\_ **If yes, proceed next step**

**List size of trailer in frontage feet and depth** \_\_\_\_\_

**List number of 110 receptacles needed.** \_\_\_\_\_ **X \$5 X # of days** = **5.** \_\_\_\_\_

**If 220 receptacles are needed, proceed as follows:**

**List number of Dbl 30 needed.** \_\_\_\_\_ **X \$10 X #** \_\_\_\_\_ **days =** **6.** \_\_\_\_\_

**List number of Dbl 50 needed.** \_\_\_\_\_ **X \$15 X #** \_\_\_\_\_ **days =** **7.** \_\_\_\_\_

**04. Do you need electricity for RV, motor homes, etc.? YES** \_\_ **NO** \_\_

**List number of 110 Receptacles** \_\_\_\_\_ **X \$10 per day X #** \_\_\_\_\_ **days=** **8.** \_\_\_\_\_

**05. Add boxes 1-8 for space/electricity costs.** **Total cost =** **9.** \_\_\_\_\_

**Please list all food items you are wanting to sell (only those listed will be considered)** \_\_\_\_\_

You will be notified by phone or e-mail of your confirmation. There will be designated parking for all vendor vehicles. Please see staff for parking info. Please send completed contract, required info, and payment in the amount listed in Box 9 to:

Popcorn Festival of Clay County, Inc.

PO Box 403

Brazil, IN 47834

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